

Attachment D

The following pages contain the quality assurance review form for extramural projects such as contracts.

QUALITY ASSURANCE REVIEW FORM FOR EXTRAMURAL PROJECTS (CONTRACTS)

I. GENERAL INFORMATION

Descriptive Title: _____

Sponsoring Program Office: _____

Approximate Dollar Value: _____

Duration: _____

II. This contract requires environmental measurements _____ (YES) Complete form; _____ (NO) sign form and submit with procurement request or procurement initiation notice.

III. Quality Assurance Requirements (Projects involving environmental measurements):

YES NO

____ ____ a. Submission of a written quality assurance (QA) program plan (commitment of the offeror's management to meet the QA requirements of the scope of work) is to be included in the contract proposal.

YES NO

____ ____ b. Submission of a written QA project plan is to be included in the contract proposal.

YES NO

____ ____ c. A written QA project plan is required as a part of the contract.

YES NO

____ ____ d. Performance on available audit samples or devices shall be required as part of the evaluation criteria (see list on the next page).

YES NO

____ ____ e. An on-site evaluation of the offeror's facilities will be made to ensure that a QA system is operational and exhibits the capability for successful completion of this project (see schedule on the next page).

YES NO

____ ____ f. QA reports will be required (see schedule on the next page).

IV. Determination (Projects involving environmental measurements)

Percentage of technical evaluation points assigned to QA _____.

PO estimate of percentage of cost allocated to environmental measures _____.

For each parameter measured attach a summary which provides the following information:

- a. Is quality control reference sampling or device available?
- b. Are there split samples for cross-comparison?
- c. Is it required for pre-award?
- d. Specify frequency during the contract.
QA System Audits are required: Pre-award _____; during the contract .
QA Reports are required: with Progress Reports _____ ; with the Final Report _____

The signatures below verify that the QA requirements have been established.

Project Officer Signature Date

Quality Assurance Officer Signature Date